

Section 4 Utilities and Reports
Printing Barcodes/Spine Labels, and Running Unused
Barcode Reports
Destiny 10.5 Self -Check Assessment

1. What two ways can you print patron barcode reports?
2. What are the two types of barcode reports you can print?
3. What main heading tab on the left do you click on to create a barcode report?
4. What do you do if you only want temporary barcodes?
5. What does unused library tab display?
6. Can you set a limit to the number of labels of one or more circulation types?
7. What step is optional when printing used barcodes for books?
8. What do you do if you do not want the printing to start a new line after each space in the call number?
9. How do you generate labels? (What do you click on?)
10. What can you do when the Report Manager opens?